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AGENCY RECORDS MANAGEMENT PROGRAM

JANUARY - DECEMBER 1958

1. Summary of Overall Activity

Headquarters-wide records management activity by the Records Management Staff and operating components continued to pay dividends in improved paperwork operations and lower record keeping costs.

Tangible evidence of these dividends was reflected in the further decline of expenditures for filing cabinets. Prior to 1955 the Agency spent over \$ $\frac{1}{2}$ million yearly for this equipment. Since 1955 the yearly average has been less than \$180,000, excluding \$208,130 obligated in 1958. However, purchases against this obligation, together with an unprecedented surplus of cabinets resulting from returns to stock during 1958, should meet Agency needs for filing cabinets during the next two years.

Records management also contributed significantly to relieving the headquarters space problem. Over 21,000 square feet of floor space were made available for current and expanding operations by removing inactive records from office space and by the use of shelf filing and other space saving techniques.

The trend toward increased records management activity by operating personnel continued in 1958. This was revealed by a successful file cleanup campaign in OCR, the participation of clerical and supervisory personnel in installing subject-numeric filing systems, the compilation for the first time of an accurate inventory of headquarters filing equipment, the follow up by Records Officers on the effectiveness and application of their Records Control Schedules, and the increased interest in forms management by Area Records Officers and other operating personnel.

2. Management of Record Making

Forms management activity continued heavy, with an increase of 3% during 1958. Fourteen hundred and seventy nine forms analysis projects were completed, involving the printing of 24,393,539 copies or sets. Typical results from Forms Management were:

- a. Reductions in costs to ship and stock forms overseas.
- b. Improvements in Printing Services Division procedures as a result of analyzing 63 "bootleg" forms. Twenty-five were eliminated and 30 were redesigned and improved according to forms management standards. Five new forms were developed.

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- c. Improvements in the management of stocked forms.
- d. Further improvement and standardization of the common information report format including its adoption by the German Intelligence Service.
- e. Savings in the cost of printing and binding specialty forms in the Agency printing plant.

In 1958 Reports Management and Correspondence Management activity was limited by the emphasis given to other aspects of records management. However, both programs were continued in an active status to provide full coverage of the management of record making. Recommendations made by the Records Management Staff contributed to the procurement of a higher quality of "Letterex" for government-wide use. A staff member also served on the U. S. Government Correspondence Style Manual Committee.

3. Management of Record Keeping

The success of the Biographic Register shelf file installation in 1957 paved the way for 14 additional installations in headquarters. Equipment turned in to stock as a result of these installations was valued at \$257,563 compared to \$79,752 for the cost of shelf filing equipment. In addition, an average of 25% more filing space was gained in each installation and floor space requirements generally were reduced by 50%. Six additional shelf filing projects are also under way. These will eventually release 241 pieces of equipment valued at over \$34,000.

Further progress was made toward converting headquarters administrative files to the Agency subject-numeric system. Thirty-two files were thus converted, bringing the total to 192 out of 353 potential installations.

Records Management Staff's review of requests for mechanized and other specialized filing equipment again paid dividends in 1958. Our studies of six major requests revealed that equipment better suited for the job than that proposed could be used at a saving to the Agency of over \$5,000. In addition, on the basis of our recommendation the Office of Logistics cancelled a \$5,000 purchase order for 64 5-drawer filing cabinets.

4. Management of Records Disposition

The application of Records Control Schedules by Operating Offices accomplished the transfer of 11,343 cu. ft. of records from headquarters office space to the Records Center. This was an increase of 742 cu. ft. over the volume transferred last year. Application of schedules at the Records Center resulted in the destruction of 7,513 cu. ft. of records, an increase of 2,915 cu. ft. over the amount destroyed last year. As a result of this higher rate of destruction, net holdings at the Center increased only 3,830 cu. ft., for a total of 41,102 cu. ft. at the end of the year. In thousands of cu. ft., the ratio of receipts to destructions for the past three years has been 11.7 to 4, 10.6 to 4.6, and 11.3 to 7.6.

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The total 1958 Records Center receipts of 11,343 cu. ft. of records, if stored at headquarters in four drawer safe cabinets, would have called for 1,417 pieces of equipment costing over \$800,000, and required over 11,000 sq. ft. of floor space. Operating offices also reported the destruction of 10,636 cu. ft. of records in office areas, for an additional on-the-spot avoidance of cabinet purchases and files expansion. The volume destroyed was double that reported last year.

With the completion of records scheduling for DD/S and DD/I components in 1956 and 1957, emphasis was shifted to auditing and revising Records Control Schedules. In 1958, the Records Management Staff conducted on-site audits of schedules for six Operating Offices, and the Office of the Director. In addition, the Staff reviewed the audit performed by the Records Officer of another Operating Office. The schedules audited covered a total of 1,192 files series, and involved 13,079 cu. ft. of records.

5. Vital Materials Program

Significant progress was made toward increasing the effectiveness of the VM Program and streamlining operations at the VM Repository. Typical improvements included:

- a. The revision of VM Schedules for six Operating Offices and the development of a schedule for one other.
- b. The bringing up to date of the OCR/Graphics Ground and Personality Photographic File.
- c. A reduction from 240 to 213 in the number of files series in the Finished Intelligence Collection, and the establishment of retention periods for 104 of these series. This action for one item alone resulted in the destruction of 1,600,000 punched cards and the withdrawal of 3,884 reels of microfilm from the Repository.

6. New Headquarters Building

In August 1958, the Records Management Staff was asked by the Office of Security to develop records and procedures for badge processing of construction workers at the new building site. Within critical time limits, two members of the Staff designed the facilities, developed standard operating procedures, supervised installation of the system, and followed up on its effectiveness. The badge processing time of 79 seconds (41 seconds less than the original estimate of two minutes) won plaudits from the contractor and the Director of Security.

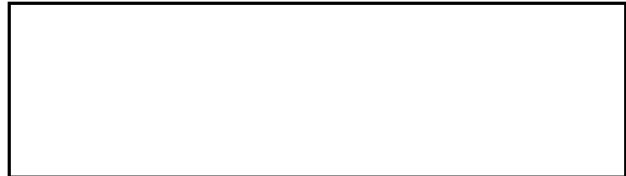
The Records Management Staff also assisted the Office of General Counsel in developing floor plans for its law library in the new building.

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7. Program Promotion and Staff Development

Records Management was further promoted during 1958 through the publication of four articles in the "Support Bulletin", participation of the Records Management Staff in the Support Services Exhibit, presentations by the Chief, Management Staff, and the increased number of contacts with operating personnel that resulted from their participation in the Program.

Both staff and line records management personnel were further developed through experience and training. The Records Management Staff continued its on-the-job training program for newly acquired Staff members, and provided briefings and study assignments for newly designated Area Records Officers. Ten Area Records Officers and 13 Records Management Staff people took part in approved external training courses applicable to their duties. In addition, Records Management Staff personnel regularly attended various conferences and seminars sponsored by local professional societies and institutions of higher learning.



Chief, Records Management Staff

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